

COMMONWEALTH COMMUNIQUE

Issue No. 01-01

The Personnel Cabinet publishes this newsletter for state government employees.

January 2001

2000: A Year of Progress for the Commonwealth

From the Desk of Governor Paul E. Patton

A year ago at this time, we were in the midst of the first General Assembly legislative session of my historic second term, and now this year we find ourselves involved in another history-making session of the General Assembly. I'd like to share with you some thoughts on what we accomplished for Kentucky last year as well as some of our hopes for the future.

We managed to provide some relief for our lowest-paid state government employees in June when I adjusted the pay scale for state workers to raise wages for underpaid entry-level employees by an average of 7.4 percent. And I will continue to work on behalf of you, our state government employees, who truly make Kentucky work.

In my State of the Commonwealth Message to the 2000 session of the Kentucky General Assembly, I put forth an ambitious agenda to move Kentucky forward in the 21st century. I said at the time that our top priorities would be education, education, education, and education. The message still holds.

From our KIDS NOW early childhood development initiative to full funding of postsecondary education and our "Bucks for Brains" program, an increase in dollars for secondary and elementary education, full funding of our family resource centers, new programs for improving teacher quality, efforts to reduce the number of dropouts, computer equipment for area tech centers, and more money for adult education, we've met our goal of sustaining the momentum toward educational excellence in Kentucky.

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Governor Patton joined General Colin Powell and First Lady Judi Patton in signing the America's Promise Partnership Agreement at the America's Promise Summit, held at Eastern Kentucky University on November 10, 2000.

In 1995, when I first took office, our administration set a number of goals and defined a mission to help us reach those goals. Five years later, the goals and mission are still in place, to raise the quality of life and standard of living in Kentucky above the national average in 20 years.

We understand that it's a goal that will not be achieved during our 8 years in office, but it will set the Commonwealth on the road to fundamentally altering the course of this state's history and improving the lives of all Kentuckians.

This past year we saw continued progress in the area of safety for our communities and our families with more state police, more public defenders, a tougher drunk driving law, enhanced penalties for sexual assault crimes, increased funding for rape crisis centers and child advocacy centers, more help for crime victims, and increased funding for prisons and juvenile detention.

The health of Kentuckians won progress this year with the largest increase ever for mental health and mental retardation programs, the creation of a (Continued on page 32)



Carol M. Palmore

Dear Fellow State Employees,

In the last edition of the *Communiqué*, I provided information about a number of employee benefits. We in Personnel were amazed at how many phone calls and e-mails we received asking for more information about sick leave converting to additional service credit at the time of retirement. As a result I asked Mr. William P. Hanes, who in December was selected as Manager of the Kentucky Retirement Systems, to explain this sick leave conversion more fully. You may want to cut out this article and the chart to keep with your other employment-related papers for convenient reference in the future.

Sincerely,

Carol M. Palmore
Personnel Cabinet Secretary

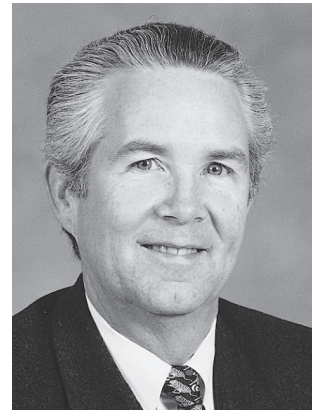
Maximize Your Sick Leave for Retirement

by William P. Hanes, General Manager, Kentucky Retirement Systems

One very key benefit a state employee receives is sick leave accrual. This not only allows you to be paid during times of illness, but also can be used to enhance your monthly benefit at retirement. Here's how:

At the time of retirement, your unused sick leave is converted into months of retirement service credit. This service credit counts the same as other months you have earned. It is used to determine your eligibility for benefits, including service months for qualifying for health insurance benefits, and figures in the calculation of your monthly benefit. For instance, an employee with 26.5 years of service who has six months of sick leave could retire with 27 years of total service and not have a penalty for early retirement. There is no limit to the amount of sick leave you can accrue while employed and all your accrued sick leave months can be used toward retirement.

The formula for converting your sick leave into months of service is fairly simple. Convert your sick leave into days and divide by the average number of work days in a month (21). If you have a remainder of 11 days or more, round up to the next month. To convert your sick leave into days, divide the number of hours of sick leave credit by the hours worked in a day (7.5 or 8, depending on your position).



William P. Hanes

For your convenience, this chart shows sick leave credit converted to months for both 7.5 and 8 hour days. Note that the jump in the number of hours needed to go from one month of credit to the next represents the 11 days needed to round to the next month. For example, you would receive a month of credit if you have at least 11 days of sick leave, but you would not receive two months until you had 32 days (a full 21-day month, plus a remainder of 11 days).

What does it mean in dollars? Let's assume you have four months of credit and retire August 2001 with 27 years and final compensation (average of your highest years of salary) of \$30,000. A regular state employee could expect to receive \$18.15 per month for life from the sick leave. Say you retire at age 58. Your life expectancy is 25 years. Those four months of sick leave would represent a lifetime benefit of \$5,445, not counting cost of living increases applied. Twelve months of sick leave would be worth \$16,500 over your life expectancy. That's much more than you would have received in salary if you used your sick leave as you earned it.

How can you maximize sick leave credit for retirement purposes? Obviously, by hoarding your sick leave and not using it as soon as it accrues. Employees who regularly use sick leave as if it is just more paid vacation are hurting themselves in two ways. First, they may not have enough paid leave when illness strikes. So they are forced to go on unpaid leave. Secondly, by using those sick days, they are shortchanging their future retirement benefits.

Another way to maximize sick leave is to use other leave in lieu of sick leave. For instance, if you regularly accrue compensatory time,

you could use that compensatory time instead of using sick leave.

In fact, using compensatory time instead of annual time can help you increase your sick leave another way. You are allowed to carry over a certain number of hours of annual leave from one year to the next, but you do not lose excess annual leave – it converts to sick leave. So instead of getting paid for compensatory time, you should consider using it in lieu of sick leave or annual leave during your working career in order to save your regularly accrued sick leave, but also gain additional sick leave credit as your excess annual leave is converted to sick leave each year.

One final thought, you should take into consideration the fact that your sick leave credit can mean a higher monthly retirement check when you are making decisions about donating sick leave.

Sick Leave Requirements by Hours Worked

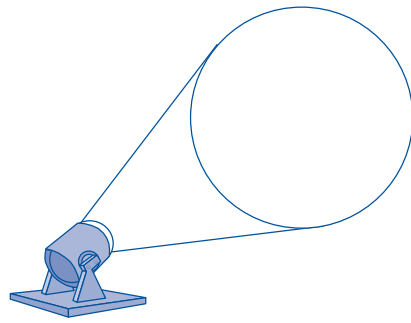
<u>7½ Hour Day</u>	<u>8 Hour Day</u>	<u>Months Service Credit</u>
82.5 – 157.5	88 – 168	1
240 – 315	256 – 336	2
397.5 – 472.5	424 – 504	3
555 – 630	592 – 672	4
712.5 – 787.5	760 – 840	5
870 – 945	928 – 1008	6
1027.5 – 1102.5	1096 – 1176	7
1185 – 1260	1264 – 1344	8
1342.5 – 1417.5	1432 – 1512	9
1500 – 1575	1600 – 1680	10
1657.5 – 1732.5	1768 – 1848	11
1815 – 1890	1936 – 2016	12
1972.5 – 2047.5	2104 – 2184	13
2130 – 2205	2272 – 2352	14
2287.5 – 2362.5	2440 – 2520	15
2445 – 2520	2608 – 2688	16
2602.5 – 2677.5	2776 – 2856	17
2760 – 2835	2944 – 3024	18
2917.5 – 2992.5	3112 – 3192	19
3075 – 3150	3280 – 3360	20
3232.5 – 3307.5	3448 – 3528	21

Notice From the Office of Performance Management

The New 2001 Employee Performance Evaluation System went into effect January 1, 2001. During the month of January:

- ☐ Your supervisor should have supplied you with orientation to the new system. An Employee Orientation Acknowledgment form that documents you have received orientation to the new system should have been signed and returned to your supervisor. The Employee Performance Evaluation Handbook may be viewed on-line at www.state.ky.us/agencies/personnel/pershome.htm.
- ☐ You should have met with your supervisor to discuss your performance plan for this year.

Remember that performance evaluations are an essential tool that can be used to enhance your career development and advancement. If you have any questions or concerns regarding this matter, please feel free to contact the Personnel Cabinet's Office of Performance Management at 502-564-4673.



As you know we are always interested in ways to better inform employees through the "Communiqué." Marilyn Vance in the Personnel Cabinet suggested through the Employee Suggestion System that we include an article in each issue highlighting an agency to give employees a better understanding of agency roles and responsibilities. This issue we chose to feature the Department for Environmental Protection. If you have any additional ideas or suggestions, please contact the Division of Communications and Recognition at 502-564-3433 or 800-471-1753.



Dead fish following the Wild Turkey fire



Marathon Ashland Petroleum pipeline break

Agency

Department for

The Kentucky Department for Environmental Protection in the Natural Resources and Environmental Protection Cabinet is responsible for the protection and enhancement of Kentucky's environment. The department is comprised of four divisions: the Division for Air Quality, the Division of Environmental Services, the Division of Waste Management and the Division of Water. During 2000, several major environmental emergencies kept the department extremely busy.

In January, a pipeline carrying crude oil across the state to the Marathon Ashland Petroleum refinery at Catlettsburg broke beneath the Southwind Golf Course in Winchester. Thousands of gallons of black slime oozed up from the broken pipeline and covered everything in its path as the oil moved downhill toward Two Mile Creek. Rapid containment efforts by local fire, emergency management, and road department personnel, in conjunction with the department, prevented contamination of the Kentucky River and major water intakes downstream. Cleanup of the area continues with oversight by the Division of Waste Management.

Approximately half of Danville was evacuated briefly in April when a rail car full of a chemical caught fire in the Norfolk Southern rail yard. The department monitored the smoke for threats to the community. The railroad and the shipper developed and executed a plan to extinguish the burning water-reactive chemical under supervision of the department.

Early in May, a warehouse full of almost 17,000 barrels of whiskey at the Wild Turkey Distillery in Lawrenceburg went up in flames. The bourbon poured down the hill on which the warehouse sat and flowed into the Kentucky River. The spill led to a fish kill that stretched from Frankfort to Carrollton, killing hundreds of thousands of fish. Department personnel stayed with the incident, taking water samples and monitoring oxygen levels.

In October, a slurry pond at Martin County Coal Corp. broke, sending 250 million gallons of thick slurry through adjacent underground mine works and into Coldwater Fork and Wolf Creek. The heavy, molasses-like substance flooded Coldwater Fork and buried aquatic creatures in both streams. It eventually found its way into the Tug Fork and Big Sandy River. Division of Water personnel assisted drinking water plants that withdrew from affected streams and collected water and sediment samples that were sent to the Division of Environmental Services for analysis. The department continues to oversee cleanup efforts.

In addition to the emergencies listed above, the department is involved in a variety of routine activities to ensure protection of Kentucky's environment. During the year 2000, the Kentucky

Spotlight

Environmental Protection

Department for Environmental Protection employed more than 800 people in its central office in Frankfort and its 12 regional offices across the state.

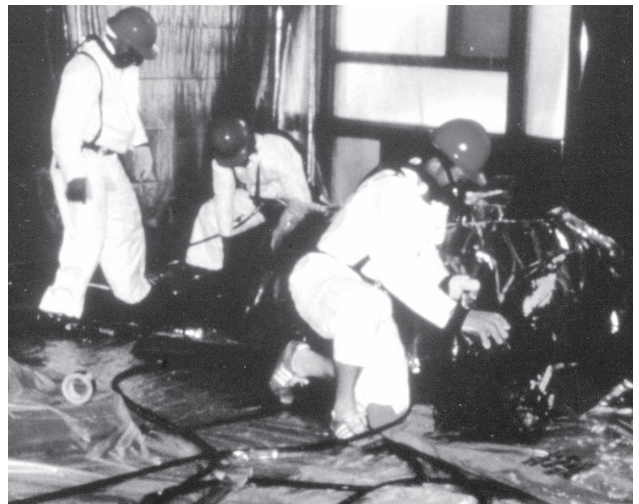
The Division for Air Quality is the state agency primarily responsible for enforcing state and federal air quality standards in the Commonwealth. The division regulates the amount of pollution that may be released into the air.

The Division of Environmental Services conducts chemical testing of soil, water, fish tissue, and air for environmental contaminants, and supports the other divisions' work of monitoring, compliance, and enforcement. It also provides risk assessment services to assist the department in finding acceptable ways to manage risks from releases of contaminants into the environment.

The Division of Waste Management sets standards for the proper management of Kentucky's solid and hazardous waste and underground storage tanks. In addition, it is involved in the cleanup and removal of illegal dumps and hazardous waste sites.

The Division of Water protects Kentucky's extensive water resources, including Kentucky's surface water, groundwater, and drinking water.

Together, these four divisions are working toward a healthy and productive Commonwealth with a balanced stewardship of the land, air, and water. It is the Department for Environmental Protection's vision that Kentucky will be a place where future generations enjoy an environment as good as or better than the one we have today.



Inspectors in the Division for Air Quality cleaning up asbestos



An employee working in the lab at the Division of Environmental Services



Employees of the Division of Water in the field investigating aquatic organisms to determine water quality



An inspector with the Division of Waste Management in the field taking notes concerning evidence found at an illegal dump

Employees Save Taxpayers Millions

On December 20, Governor Paul E. Patton and Carol M. Palmore, Secretary of the Personnel Cabinet, hosted the twenty-first annual Employee Suggestion System Awards Ceremony. The Ceremony was held in the Brown-Forman Room of the Kentucky History Center in Frankfort.



Front Row: Ellen Nolan, Governor Paul E. Patton, Pam Catlett, Chuck Riddell; Second Row: Brenda Swiger, Lisa Ballinger; Third Row: Janet Creech, Lora Mason, Gene Pelosi, Floyd Buckner; Fourth Row: Alisa Edwards, Jane Sullivan, Clayton E. Bradley, Jon Wertzler; Fifth Row: Margaret Kinnaird, Mary E. Harrod, Tresa Straw; Back Row: Cornelius O'Banion, Scott Huffaker, B. J. Gritton, Lori Franklin, Patrick Bowzer.

This year's ceremony started off the New Millennium with a lucrative "1st Year's Cost Savings." This savings for 2000 was over \$6.4 million which is more than one third of the cost savings since the program was established in 1981. There were sixty-six recipients representing fifty-five suggestions throughout state government. Since the beginning of the first Patton administration, the savings has reached over \$10 million dollars which is more than half of the first year's savings since 1981.

Suggestions range from those with a strong fiscal impact to suggestions which greatly impact the environment and therefore could be considered priceless.

Mary Jo Brown in the Department for Juvenile Justice suggested a computer program be written utilizing a specific formula and the child's Social Security Number to figure the Medicaid number. This eliminates sending the private child care payment file to the Cabinet for Families and Children before the bill is submitted. Brown's suggestion had a first year's cost savings of over \$4.8 million, and she received a \$2500 award.

Ricky French and Steve White in the Department of Military Affairs suggested using a hot-water unit instead of herbicides for eliminating unwanted vegetation which will be safer to the environment and less expensive. The first year's cost savings for this suggestion was \$5,913. This provided French and White with a joint suggestion award of \$591.

If you would like additional information about submitting a suggestion, contact your agency coordinator or Chuck Riddell, ESS Chairperson. ESS coordinator contact information is available on the Personnel Cabinet's homepage at www.state.ky.us/agencies/personnel/pershome.htm.

The Employee Suggestion System Council would like to thank Pat Bales of the Labor Cabinet and Daryl Hyatt of the Revenue Cabinet for their many years of dedication and service. They exemplify the character and determination that makes our Employee Suggestion System Program a success.



Front: Karen L. Hicks, Noble Abendroth, Michael Phelps, Everett Wise, Shirley Sharp, Governor Paul E. Patton, Easton McClanahan, Jennifer Check, Olin Brian Miller, Jane Wilson, Anne Tandy; Second Row: Jimmy W. Simpson II, Lee Jackson, Garry Zeigler, Bruce Caldwell, William Cornish, Brenda Bush; Third Row: Jerry Emmons, Beverly Hardridge, Donna McClanahan, Patricia Hall, Wesley Mattox; Fourth Row: Steve White, Gene Scott Swift, Timothy Sheehan, Jana Smith, Chris Garland, Kevin Raymond; Back Row: Norman Ray Baldwin, Herbert Sheeting, Ricky French, Margaret C. Puckett, Mary Jo Brown, Brian Clark, Glenn F. Ball, Chris Mason.

WDC Employees Gain Recognition

The following Workforce Development Cabinet employees were honored during a Kentucky Rehabilitation Association conference in November:

The Ben F. Coffman Award was presented to Clint Brizendine, who has been with the Department of Vocational Rehabilitation for 23 years and works at the Bowling Green DVR office. Among many accomplishments, Brizendine has assisted in identifying accessibility needs at Western Kentucky University and the development of an accessible nature trail at Mammoth Cave National Park. The Coffman Award honors an individual who has provided exceptional service to citizens with disabilities.

Chase Forrester, director of the Department for the Blind's Kentucky Assistive Technology Services Network, received the Gerald N. Williams Accessibility Award. The award is presented for leadership in removing environmental barriers and overcoming discrimination against persons with disabilities. Forrester worked diligently for passage of the Kentucky Accessible Information Technology Law, which was signed into law by Governor Patton on April 24, 2000. This law helps ensure that all technology purchased by the state must be compatible with access technology used by people with all types of disabilities.

Stephen David Matheis won the Charles W. McDowell Award, which is given to an advocate for persons with disabilities, and who has exercised creative and effective leadership on behalf of rehabilitation programs. The Department for the Blind hired Matheis in 1990 to develop and establish the Kentucky Assistive Technology System. He currently works in DVR's central office in Frankfort.

Cheryl A. King, who works at the Owensboro DVR office, received the Kentucky Rehabilitation Association Staff Award. The honor is presented to a full-time clerical employee who provided outstanding service for and made many contributions to persons with disabilities. King, who has worked more than 30 years in the field of rehabilitation, assisted in the development of the Case Management System within the Department of Vocational Rehabilitation and trained many individuals in this application.

Rita Smith Vest received the Margaret T. Wilson Award, which is given to a full-time employee whose dedication and service to individuals with disabilities far exceeds the normal requirement of the job. Vest has trained new employees in and assisted counselors, field managers, and other assistants with technology issues. A rehabilitation assistant for 26 years, Vest works at the West Liberty DVR office but also assists the local Department for the Blind staff with computer applications and trouble shooting.



Counselor of the Year went to Janice Friend, who has been with the Department of Vocational Rehabilitation since 1987 and works at the Lexington DVR office. Friend was involved in the implementation grant awarded to Kentucky by the Helen Keller National Center that has now become a model for other states. The Southeast Regional Institute on Deafness previously gave her its distinguished service award.

Department for the Blind Awards:

Mike Hall received the Department for the Blind Counselor of the Year Award during a recent ceremony hosted by the department.

The Counselor of the Year award goes to the department's rehabilitation counselor who has helped the most clients obtain employment. In the last 10 years, Hall, who works in the Prestonsburg DFB office, consistently has been in the top 10 percent of counselors who have placed clients in the workforce.

During the same ceremony, John Hopper of Louisville received the department's Charles W. McDowell Performance Award.

Hopper, a maintenance worker at the Charles W. McDowell Center in Louisville, was recognized for his exemplary work and significant contributions as an employee at the center. Recipients were selected from written nominations and by a panel of judges.

Office of Communication Services:

Employees in the cabinet's Office of Communication Services received several awards during the recent Kentucky Association of Government Communicators (KAGC) awards luncheon.

Kim Brannock won two writing awards: one for her series of press releases on how Education Pays for Kentuckians and one for a feature press release, "Henderson Woman Proves Education Pays." The subject of this feature story, Malinda Meadors, is a Department of Vocational Rehabilitation counselor.

Brannock, Mary Ann Scott, Wynnee Hecker, and Janet Hoover won a publication award for the cabinet newsletter *Key Workforce Issues*. The *Key* is issued quarterly to cabinet employees and various individuals and groups outside of the cabinet.

CFC's Downey Named Buyer of the Year



Earl Downey

Congratulations to Earl Downey, a procurement branch employee with the Cabinet for Families and Children, who was named the Kentucky Public Procurement Association's Buyer of the Year. He received the award at the group's conference on November 3.

Downey's branch manager, Ann Hall, nominated him for the award, and his co-workers, Judith Wilson and Carolyn Turner, wrote letters of recommendation.

Downey received a plaque, and his name has also been added to a rotating plaque that lists past years' winners. He will receive paid registration for the National Institute of Governmental Purchasing's annual conference next August in Columbus, Ohio. That prize is worth more than \$400. KPPA has about 200 members statewide, including procurement officials for local, state and federal governments and school boards.

Downey has been with the state since 1963 and with CFC since its inception. He worked in the CHR warehouse until it closed in 1997, when his position there was abolished as part of the EMPOWER Kentucky effort. Downey said he considered retiring then, but decided he wasn't financially ready. "So I lucked into getting this job," he said. "I should have been here 15 years earlier."

Downey is the buyer responsible for purchasing requests for printing, copiers, postage, building materials, and moving services. He said the transition from the warehouse to the procurement branch was "smooth. I'm used to change. I learned long ago you don't improve unless you go through many changes."

Downey's not the only CFC procurement employee to win the KPPA award. Hall won in 1996, and Jackie Watkins won in 1998.

Eggen Receives Kentucky's Top DUI Award

Kentucky Vehicle Enforcement Officer Brandon Eggen was awarded two Governor's Awards for Impaired Driving Enforcement as well as the Mothers Against Drunk Driving (MADD) Top DUI Arrests award at the recognition luncheon held December 14 at the Hyatt Regency in Lexington.

Eggen was honored for 240 DUI arrests during the enforcement period of October 1, 1999, through September 30, 2000. Members of the General Assembly who sponsored the bill were in attendance.

Eggen joined the Kentucky Transportation Cabinet's Kentucky Vehicle Enforcement on November 1, 1996, and works out of Post Four in Shelby County. He is primarily assigned to Shelby and Jefferson Counties.



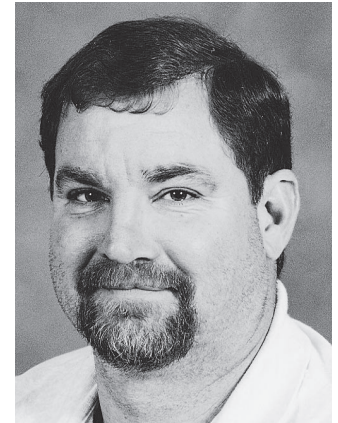
Officer Eggen receives the MADD Top DUI Arrests award from Jacqueline Jenkins, State Chairperson for MADD Kentucky.

Postal Services Director Elected to Association Post

Jeff Thurmond, Director of Postal Services for the Department for Administration in the Finance and Administration Cabinet, was elected as vice chairman of membership for the Association of State and Municipal Government Mailers (ASMGM) at the State Mailers' Forum in Atlanta last September.

The ASMGM is an organization of state, local, and municipal government mail managers that seeks to promote effective mail and document handling techniques through education and technology. The ASMGM works to communicate method improvements through networking with members and vendors. Members include representatives from federal, state, local, and municipal government agencies who are responsible for agency mailings.

For information about ASMGM membership, contact Jeff Thurmond at 502-564-3769.



Jeff Thurmond



State Fair Wins Advertising Award From the International Association of Fairs and Expositions

The 2000 Kentucky State Fair has won a Hall of Honor Communications Award from the International Association of Fairs and Expositions (IAFE). The award was presented to Harold Workman, President and CEO of the Kentucky State Fair Board, at the IAFE Annual Convention in Las Vegas.

Natural Resources Honors Outstanding Employees

The Kentucky Natural Resources and Environmental Protection Cabinet honored the following outstanding employees at the 25th Annual Governor's Conference on the Environment:

Department for Natural Resources: Connie C. Gray and D. Dwayne Whitlock

Department for Surface Mining Reclamation and Enforcement: Neal R. Bruckner Jr., Eddie K. Campbell, Barbara J. Reynolds, Jackie D. Slone, and Steven N. Vance

Nature Preserves Commission: Marc Evans

Department for Environmental Protection: John F. Brumley, Kenneth B. Cooke, John T. Martin, Stuart D. Ecton, James D. Shivel, Massoud A. Shoa, and Patricia H. Long

Office of Legal Services: Randall G. McDowell

Office of the Secretary: Cynthia K. Schafer



**Natural Resources and
Environmental Protection Cabinet**

Public Health Recognizes Exceptional Employees



Dr. Rice Leach (far right), Commissioner of Public Health, is shown with honorees displaying their award plaques.

On Thursday, November 30 the Department for Public Health presented honors to employees as part of its Employee Recognition Program. The program is designed to recognize individual and group work based on the contribution to helping the department achieve its mission.

The winners received solid walnut plaques. A Perpetual Plaque has been inscribed with the winners' names. This plaque honors winners from years past and hangs in the Health Services Board Room. After the presentation of the awards there was a drawing for door prizes of Christmas cactuses and poinsettias donated by Dr. Rice Leach, Commissioner of Public Health. The audience then enjoyed a reception in the lobby.

The nominees and winners were:

COMMISSIONER'S AWARD FOR EXCELLENCE IN PROGRAM IMPLEMENTATION: For a non-supervisory staff person, this award recognizes an individual who provides direction and guidance to a wide variety of activities.

Nominees: Jeff Brock, Adult and Child Health; Angie Vest, Laboratory Services.

Winner: Mike Staton, Public Health Protection and Safety.

COMMISSIONER'S AWARD FOR EXCELLENCE IN PROGRAM SUPPORT: For a non-supervisory individual who provides critical support to the operation of the organization.

Nominees: Lois Robinson, Adult and Child Health; Regina Hutcherson, Laboratory Services.

Winner: Melinda Martin, Epidemiology and Health Planning.

COMMISSIONER'S AWARD FOR EXCELLENCE IN SUPERVISION: Recognizes a supervisor of one or more staff for contributions.

Nominees: Janet Luttrell, Adult and Child Health; Diane Young, Laboratory Services; Bob Nelson, Local Health Department Operations.

Winner: Guy Delius, Public Health Protection and Safety.

COMMISSIONER'S INTRADIVISIONAL GROUP AWARD FOR EXCELLENCE: For staff within a division who work on projects that require a multi-disciplinary team effort.

Nominees: Employee Health Nurses, Commissioner's Office; Public Health Nursing Branch, Local Health Department Operations; Primary Care Office, Adult and Child Health; After Hours Laboratory Coverage Group, Laboratory Services.

Winner: Milk Safety Branch, Public Health Protection and Safety. (Jennifer Drury, Della Inman, Kathy Palmore, Dan Roller, and David Triplett)

COMMISSIONER'S INTERDIVISIONAL GROUP AWARD FOR EXCELLENCE: For staff who work on projects across division lines that require a multi-disciplinary team effort.

Nominees: Training and Staff Development Branch, Local Health Department Operations; HANDS Program, Adult and Child Health and Resource Management; Lead Program, Public Health Protection and Safety and Adult and Child Health.

Winner: TB Elimination Group, Laboratory Services and Epidemiology (Epidemiology-Donna Perkins, Teresa Goins, Linda Jackson; Laboratory-Chris Cutter, Rhonda Lucas, Jennifer Bradley, and Meloney Russell)

Conference Opens Doorway to Opportunity



L-R: Governor Paul E. Patton, Mae S. Cleveland, Sharon S. Fields, Denise Gray (sister of recipient Leonard Gray), Dr. Frank Otha Moxley, Charles Whitehead, Charles Williams, Tina Johnson, and Personnel Cabinet Secretary Carol M. Palmore following the presentation of the Anderson Laureate Awards at the Governor's EEO Conference

Kentucky state government continues to open wide the doorway to opportunity. Under the theme "Encouraging Everyone's Opportunity," the Governor's 14th Annual EEO Conference was held October 10-12, 2000, at the Galt House East in Louisville. The Conference opened with a general session facilitated by the executive staff of the Personnel Cabinet. Secretary Carol M. Palmore reported that the state reached its minority hiring goal for the second consecutive reporting period. It is the first time in the history of Kentucky state government that this milestone has been reached for more than one reporting period.

Well over 600 participants were in attendance at the conference. There were over 40 workshop sessions addressing a wide array of personnel issues along with four general sessions.

In keeping with the spirit of the Conference, all cabinets that reached the hiring goals for both females and minorities were awarded the Affirmative Action Achievement Award. Recipients were the Governor's Office, Governor's Executive Cabinet, Lt.

Governor's Office, Office of the Attorney General, Labor Cabinet, Cabinet for Families and Children, Cabinet for Health Services, Education, Arts and Humanities Cabinet, and the Personnel Cabinet. Many departments and smaller agencies also were recognized, and they are listed on the Personnel Cabinet's web page.

The Anderson Laureate Award presentation was highlighted by the remarks of Governor Paul Patton. Governor Patton emphasized the spirit of the Award and the remarkable achievements of this year's recipients which included: Mae S. Cleveland, Sharon S. Fields (former state employee), Leonard Gray (current state employee), Tina Johnson (current state employee), Dr. Frank Otha Moxley, Charles Whitehead, and Charles Williams. They have made substantial contributions toward improving the lives of Kentuckians in one of the EEO protected classes which include race, gender, color, age, disability, religion, and national origin.

The 2001 Governor's EEO Conference will be held at the Galt House East in Louisville, November 6 - 8. Deputy Secretary Singer Buchanan, Jr. and Commissioner Julie True will serve as co-chairs for next year's Conference.

Governor's Diversity Day 2000 Proves Successful

The fourth annual Governor's Diversity Day was a huge success. The 2000 Diversity Day is proof that the event gets bigger and better each year. About 1500 students from area schools and additional statewide counties participated. These students represented primary, secondary, and post secondary institutions.

The support of state agencies in this endeavor really proves that the commitment to diversity is growing. The support of Governor Patton and his cabinet secretaries was evident from the large number of booths sponsored by state agencies. Diversity Day participants also included private sector firms, universities, community and technical colleges, and the military branches. The diversity of the groups present proves the goal of inclusion and acceptance for all is not as far away as once thought.

We look forward to Governor's Diversity Day 2001 while keeping in mind that our youth are indeed our future.



Department of Education's booth featured a storyteller who shared stories about diversity issues with participants.

Fish and Wildlife Department Wins Awards



L-R: John Boone, Beth McDonald (J. B. Garland), Carolyn Hughes Lynn, Rick Hill, and Lee McClellan

The Kentucky Department of Fish and Wildlife Resources (KDFWR) received several awards for media production in 2000 from both state and national organizations.

The Association for Conservation Information, a national organization begun in 1937, awarded first place for wildlife magazine article to "A Gun, a Dog & a Field of Quail" by J. B. Garland (Beth McDonald), Kentucky Afield Winter 1999. First place also went to radio program "Signs of Spring" produced by Charlie Baglan. In the poster category, "Stream Ecosystem" by Rick Hill took second.

The Kentucky Association of Government Communicators (KAGC) awarded the following to the KDFWR:

Gold Screen Award of Excellence

- Kentucky Afield TV Show, Video Program Series, Tim Framer, Bret Billings, Glen Waldrop, and Charlie Baglan
- Kentucky Afield Radio, Audio Program Series, Charlie Baglan and Tim Farmer

Gold Screen Award of Merit

- "Farms, Grasslands and Wildlife," Video Training Program, Brett Billings and David McChesney
- "Kentucky Safe Boater Education," PSA/Video, Charlie Baglan, Capt. Reed Sanders, and Woodford County High School

Blue Pencil Award of Excellence

- Kentucky Afield (magazine) Spring 1999, Writing – Publication, Carolyn Hughes Lynn, Beth McDonald, Kimberly M. Hermes, and Robert E. Rold
- "Under the Canopy," 1999 Kentucky Afield, Tabloid, 4-color, Carolyn Hughes Lynn and John Boone
- "Kentucky's Boating & Fishing Access Sites," Tabloid, 4-color, Benjy Kinman

Blue Pencil Award of Merit

- Kentucky Afield Radio, "Bullfrog Season Closes," Script Writing Audio, Charlie Baglan and Norm Minch
- Kentucky Afield Radio, "Wildlife New Year," Script Writing Audio, Charlie Baglan and Norm Minch
- "Stream Ecosystem," Poster, Rick Hill and Lonnie Nelson
- "2000 Kentucky Sport Fishing & Boating Guide," Tabloid, Beth McDonald and John Boone
- Kentucky Afield (magazine) Winter 1999, 4-color, Norm Minch, Carolyn Hughes Lynn, Beth McDonald, Kimberly M. Hermes, Rick Hill, and John Boone

Blue Pencil Award of Honorable Mention

- "Management of Largemouth Bass at Kentucky and Barkley Lakes," Writing – Publication, Gerard L. Buynak

Parks' Purchasing Division Named Agency of the Year

The Department of Parks' Purchasing Division was named agency of the year during ceremonies at the 15th annual conference of the Kentucky Public Procurement Association.

The division was among about 90 public agencies in Kentucky evaluated by the association. The division, headed by Division Director Roy Brothers, was recognized for its use of the MARS procurement desktop software program, support for a government purchasing continuing-education program, and implementation of new ideas, among other factors.

State Employees Hit Record Mark in 2000 KECC Drive!



Secretary McCloud addresses the audience at the KECC finale event.

The 2000 Kentucky Employees' Charitable Campaign (KECC) has collected \$1.25 million, surpassing last year's contributions by \$210,000, or 20%. The KECC is a combined campaign for state government employees which offers them an opportunity to give to a charity through payroll deduction. This year's campaign, dubbed "TEAMWORK 2000," was chaired by Ron McCloud, Secretary of the Public Protection and Regulation Cabinet.

"State employees work with our constituents every day and they have a firsthand knowledge of the problems many Kentuckians face," said Governor Patton. "Their commitment to the people of this Commonwealth is reinforced by the generous donations they've made to KECC. I'm very proud of our workforce and their outstanding effort."

Children. More than 1,000 charitable programs are represented by the approved charities, and state employees can even designate the county where they would like their donation to be used. In addition, state employees can request that their contribution be sent to another charity, as long as it has a 501[c][3] tax code.

Contributions from state government workers increased 118% over last year. "I'm so pleased with our employees' commitment and participation," said Secretary McCloud. "We should all be happy in the knowledge that our contributions will help many, many of our friends throughout Kentucky."

Employee Luncheon Features Olympic Games

On September 22, 2000, 45 state employees were recognized for 5, 10, 20, and 25 years of service to the Department of Public Advocacy.

The employee luncheon had an Olympic theme with the torch of service being passed from a 25-year veteran to the 5 year recipients. Olympic games included olympic trivia, synchronized swimming (without water), and a javelin toss.

Public Protection and Regulation Cabinet Secretary Ron McCloud, Public Advocate Ernie Lewis, as well as Department of Public Advocacy Commission members, joined in the recognition of employees.



Front Row (L-R): Kristy Gray, Roger Gibbs, Renae Tuck, Lisa Clore, Mike Ruschell, Susan Abbott, and Jan Powe; Back Row: Mary Rafizadeh, Darlene Huff, Julio Collodo, Carolyn Cox, Bonnie Fugate, and Krista Reynolds

It's a Tough Job but Somebody Has to Do It: MM&O Does Lots of Dirty Work

The staff of the MM&O Division of the Department of Facilities Management would like to dedicate this article to the memory of Doug Samples who died in June after 25 years with state government, all in Facilities Management. He had planned to retire in August. Samples was a Frankfort resident.

They're pretty much invisible unless there's a problem and even then they'd rather remain in the background, quietly going about their business. Their assignment: to keep the plumbing, heating, boilers, electrical systems, water treatment, heating and air conditioning systems cranking in state-owned buildings so that the rest of the work force can go about their public service duties.

The Division of Mechanical Maintenance and Operations staff consists of about 100 people, who work in three shifts around the clock to keep the infrastructure for state government buildings and events moving. They are a group of engineers and skilled journeymen that include electricians, plumbers, and HVAC (heating, ventilation, and air conditioning) technicians. "We have a very talented group of people here who not only respond to emergencies but who constantly repair and rebuild existing systems and look for ways to make equipment more efficient," said Billy New, branch manager. They also tend to the maintenance for their small fleet of moving vans, back hoes, fork lifts, and one welding truck, and they're responsible for all building fire extinguishers, first aid kits, and safety stations making sure of OSHA compliance.

New explained that the MM&O division, which was created about three years ago and is part of the Department of Facilities Management, is keen on training to keep staff skills in tune with code changes and takes advantage of the regional vo-tech school system. While most of state government is using computers, legal pads, and flip charts, their tools keep the guts of buildings, some of which are a century old, humming so others can work comfortably throughout the day.

Like their sister agency Building Services, they are intricately involved in special events like the Governor's Derby Breakfast, the Kentucky Folk Life Festival, and inaugural festivities. They also work on community events like Capital Expo and Frankfort's Halloween running event. In recent years, complete bathroom facilities have been created inside the party tent adjacent to the Governor's Mansion for the Derby

festivities, constructed from scratch by MM&O. Their lone welder, who has fabricated the gates to the Berry Mansion and around the Governor's Mansion, also is the fellow with the talent to size up candelabras from a photo and recreate them for gala centerpieces at a fraction of the cost of the originals.



Dennie Ashby (center front) is surrounded by part of his staff in the Department of Facilities Management's Division of Mechanical Maintenance and Operations. Clockwise from bottom left are: Jim Nordmann, mechanical engineer; Norman Devers, manager; Ruth Newton, administrative specialist; Billy New, branch manager; Kim Mulder, administrative specialist; and David Franke, assistant director.

Several years ago, the agency underwent some media scrutiny for purchasing six new portable heating, ventilation, and air conditioning units for use in the Derby tent when the equipment was available to rent—even though the short term rental expense nearly matched the purchase price. By August, the investment more than paid for itself when the generators were dispatched to Barren River State Resort Park after it lost all power from a beam collapse with wedding receptions, conferences, and meetings scheduled at the park. The MM&O crew left Thursday as soon as the problem arose and gave their weekend to construct temporary HVAC and electrical systems that allowed the park to proceed with scheduled events by Sunday.

To a layman, the midst of summer could be perceived as a slow time for the boiler crew. Boilers are used throughout state government for heating systems in winter, and some of them run all summer to maintain appropriate humidity levels in various buildings. This group also maintains hot water heaters, connecting pipes, and other equipment in buildings in Frankfort, Madisonville, and the KCTCS facilities in Lexington—all that stuff that isn't seen when the tap is turned on. Water flowing through the systems also has to be treated carefully to eliminate sediment build-up and each year, every boiler has to be opened, flushed, and inspected for safe operation. It's a hot job no matter the time of year and saves countless dollars by in-house work rather than hiring a contractor.

The CAPECON section may sound like something out of a Superman movie but actually it stands for Capital Energy Conservation System. Initiated in the mid-70's during the OPEC oil crisis, the building energy management system, which is maintained by MM&O in 20 state-owned buildings around Frankfort, saves millions of dollars per year in manpower, energy, operating and maintenance costs. The system includes more than 10,000 monitoring points that receive information that is used to maintain comfortable building environmental conditions as well as reporting equipment on/off conditions, malfunctions, security, (Continued on page 32)



Governmental Services Center

Message From the Executive Director

by Bob Peters



Governor Paul Patton

I want to congratulate those fellow state employees who have achieved the Certificate of Management Fundamentals (CMF) and the Certified Public Manager (CPM) certificate.

These outstanding employees were recognized at the annual CPM awards ceremony at the Frankfort Civic Center on November 9, 2000. We were pleased that both Governor Paul Patton and Lt. Governor Steve Henry were able to join us and offer their greetings and congratulations.

There were 70 CPM graduates and 109 graduates who received the CMF certificate. This brings the total number who have successfully completed the CPM program since its inception to 259. These Certified Public Managers have received certification through a nationally accredited program, the National Certified Public Manager Consortium, found in 27 states. National standards require 300 hours of management training plus tests and projects that demonstrate workshop learning back on the job.

In July, we welcomed 329 new participants into the CPM program, and there will be over 140 new participants admitted as of January 1, 2001.

The year 2000 also marked the implementation of a major revision of the CPM program and the introduction of a new CPM management team, which includes Ed Klee as Program Manager and Kathy Wade as Administrator.



Lt. Governor Steve Henry



Project awards were presented to 15 recipients at the awards ceremony. Those pictured include (L-R): Tony Smith (KSCPM), Jack Bates, Bertie Hacker, Larry Gillis, Joe Miller, Stephen Johnson, Debra Ress, Darrell Cook, Rokshad Khan, and Pat Bryan (President). Absent from photo were: Robert Derek Powe, Fannie Louise Maddux, Sarah Slcak, Lorena Barfield, and Jason Bagwell.

It was also my pleasure to present a special Certificate of Appreciation to Sharon Marcum. Sharon, as manager of the Kentucky CPM program for the past ten years, has provided outstanding leadership and direction in bringing our CPM program to the high level of quality and respect it has today. Sharon asked to be replaced in her CPM responsibilities to allow her to focus all of her attention on the organizational development and consulting service provided by GSC to other state agencies.



Sharon Marcum receives certificate of appreciation from Bob Peters.

KCPM Class of 2000 Graduates

Economic Development

René F. True

Families and Children

Rhonda P. Adkins
Dianne E. Andrews
Chestina B. Blanton
Mary K. Blevins
Rebecca S. Cann
Marcella B. Carnes
Betty L. Chandler
Lillie Mae Childers
Kenneth G. Cobb
Pamela G. Dotson
Teresa Gail Foley
Mary Goble
Nancy Catherine Gray
Helen Catherine Hyden
Jeffrey M. Johnson
Boyd Jones
Beverly S. McDonald
Brenda Warren Mills
Janice C. Ousley
Melinda Powell
Clifton C. Taylor
Pam Nolley Tungate
Bonnie Turner
Bradley W. Ward
Debbie Ward

Health Services

Steve Anderson
Mark Hooks
Kuljinder Kaur Mahal
Debra Ress
Meloney Russell
Janis M. Stewart

Justice

Jane A. Carrier
Karen G. Cassidy
Lynda Carol Cox
Regina Douglas
Janice F. Earnest
Larry B. Gillis
Rebecca K. Hendon
Helen M. Koger
Joe A. Miller
Billie R. Moseley
Melissa Jeffries Quinn
Linda Ressler
Joseph P. Rion
Tamara A. Thomas

Labor Cabinet

William D. Hurt

Natural Resources and Environmental Protection

Jack B. Bates
Steve Gray
George W. Spicer

Public Protection and Regulation

Donna F. Redmon

Revenue

Jim Freire
Patricia M. Glenn
Donna S. Rose
Ferlin L. Wright

Tourism

Teresa L. Cox
Beachel "Jack" Frost
Joan Huffman
Sharon D. McClain
David Sampson
Janet Earline Tucker

Transportation

Michael Thomas Black
Ananias Calvin III
Laura A. Jenkins
Rokshad Faizi Khan
Lois Jean Peay
Jeffrey Carr Thompson
Mary Lynn Warren

Workforce Development

Phyllis Farson
Robin N. Fowler

Families and Children



Front Row (L-R): Teresa Suter, Mary Ann Taylor, Pam Nolley Tungate, Debra Ward, Brenda Warren Mills, Beverly McDonald, Chestina Blanton, Marcella Adkins, Mary Blevins, Lillie Mae Childers, Betty Chandler, and Bonnie Turner; Back Row: Tim Jackson, Bradley Ward, Clifton Taylor, Melinda Powell, Rebecca Cann, Kenneth Cob, Mary Goble, Pam Dotson, Janice Ousley, and Dianne Andrews.

Economic Development



L-R: René True and Jerry Frantz

Labor Cabinet



L-R: William Hurt and Rodney Gross

Health Services

L-R: Priscilla McCowan, Debra Ress, Kuljinder Mahal, Sam Gregorio, Meloney Russell, Janis Stewart, and Barbara Hadley Smith

Justice Cabinet

Front Row (L-R): Melissa Quinn, Helen Koger, Rebecca Hendon, Karen Cassidy, Jane Carrier, and Tamara Thomas; Back Row: Larry Greathouse, Ken Schwendeman, Larry Gillis, Joe Miller, Billie Mosely, Janice Earnest, Regina Douglas, and Joe Rion

Natural Resources & Environmental Protection

L-R: Mark Matuszewski, Byron Costner, Leah MacSwords, Jack Bates, George Spicer, Steve Gray, and Steve Kull

Revenue Cabinet

L-R: Ferlin Wright, Patricia Glenn, Donna Rose, and Alex Rose

Tourism Cabinet

L-R: Joan White, Sharon McClain, David Sampson, Teresa Cox, Beachel Jack Frost, Joan Huffman, Janet Tucker, and Barbara Whitley

Transportation Cabinet

L-R: Michael Thomas Black, Ananias Calvin III, Laura Jenkins, Jean Peay, Jeffrey Thompson, Rokshad Khan, Mary Warren, and Susan Smith

Governmental Services Center 2000 Quarterly Workshop Schedule

Training conducted in Frankfort is held in the Academic Services Building (ASB) on the campus of Kentucky State University. Training room numbers for KSU and workshops conducted at state parks, universities and other facilities are noted under location. All cars without approved parking permits, as well as those illegally parked, are subject to towing. All workshops begin at 8:30 a.m. unless otherwise noted.

WORKSHOP	LOCATION	APRIL	MAY	JUNE	CEU's
Assessing Organizational Performance	Pennyrile		16		
	542			19	
Building Assertiveness Skills	539		9-10		1.56
Business Writing for Today's Managers	KY Dam Village	24			.72
	Jenny Wiley		22		
	536			5	
Conducting Effective Meetings	536	18			.72
	542		8		
	Pennyrile		9		
	Jenny Wiley			14	
Customer Service	Jenny Wiley		23		.81
	539			21	
	Pennyrile			27	
Dealing with Conflict	536		22-23		1.59
	539			5-6	
Developing Effective Presentation Skills	536	10-11			1.6
	539			14-15	
Dynamics of Strategic Planning	KY Dam Village	12			
	Jenny Wiley		30		
Equal Employment Opportunity	542	24			.75
	536		8	26	
Executive Branch Ethics	536	9			.43
Facilitation Skills	542	10-11			1.68
Fundamentals Of Budgeting	539	20	15		.84
	Pennyrile			26	
Interpersonal/Organizational Communication	539		22-23	12-13	1.47
Intro to Process Improvement	542	5			.78
Leading Organizational Transition	542	19			
	Pennyrile		15		
	Jenny Wiley			13	
Leadership I	536		1-4		2.73
	536		15-18		
	Paducah Campus			12-15	
Managing Human Resource Systems	Jenny Wiley	3-4			1.2
	542			20-21	
Managing Relationships at Work	539		24-25	19-20	1.41
New Managers Survival School	536	3-4		6-7	1.56
Performance Management	539	3-4			
	536	19-20		19-20	
	Paducah Campus		1-2		
Personal Strategies for Navigating Through Change	542	6			.78
	536		9		
Problems and Decisions	536			12-13	1.53
Project Management	539	17-18			
Project Writing Seminar - CPM (Enrolled PRIOR to July 1, 2000 Only)	536	6			
Structured Behavioral Interviewing	542	17-18			1.6
Time/Stress Management	542	25			.84
	536		29		
Train The Trainer	536	24-26			2.52
Violence in the Workplace	539	5			.50
	Pennyrile		10		
	Jenny Wiley		31		
	536			21	

Information about registration, workshop descriptions, etc. available at the GSC web site
<http://www.state.ky.us/agencies/finance/depts/gsc/gscpage.htm>



Cabinet-wide Strategic Planning Process Begins; Legislature Passes Measure in 2000 Budget Bill

The managers of each executive branch cabinet level budget unit shall develop a four-year strategic plan to meet the broad goals outlined by the Governor, and shall submit an electronic copy of the full plan and a brief summary of that plan with the FB 2002-2004 budget request.

Each strategic plan shall state the cabinet's mission, identify goals for the next four years, specify objectives for meeting the goals, and define performance indicators to measure progress toward meeting objectives.—House Bill 502, Regular Session of the Kentucky General Assembly, 2000.

Focus on customer needs, quality delivery of services and programs, agency alignment, teamwork, collaboration, effective training, and efficient use of resources—all are aspects of strategic planning to be implemented cabinet-wide in state government in coming months. As stipulated in the biennial budget bill, cabinets must develop strategic plans for the next four years, to be included with budget requests that are submitted for 2002. The process leadership team, led by State Budget Director Jim Ramsey, has already completed its work on the planning content and process to ensure that state agencies' strategic plans correlate with Governor Paul Patton's policy initiatives for his administration.

One management consultant simply describes strategic planning as determining where an organization is going over a specific time frame (identify goals), how it's going to get there (specify objectives), and how it will know if it got there or not (performance indicators). While the final document that becomes the road map is an important piece of strategic planning, the process itself is probably more important because it helps agencies clarify plans and ensures that staff and agency leadership alike are "all on the same page." How a cabinet reaches its customers, whether they are citizens at-large, businesses that provide services for state government, businesses that do business in Kentucky, other state agencies, local governments, or an unlimited list of others is an essential component of strategic planning. How information and feedback is gathered about the agency/customer connection is another key element in developing a strategic plan.

Cabinets that have begun or already completed a strategic planning process will have a head start if they choose to roll existing efforts into plans for the 2001 budget submittal deadline. Regardless, each cabinet effort will have assistance through the basics via a process leader and an internal consultant within the agency and another consultant who is not directly involved with cabinet operations. These team members will facilitate and keep the planning efforts on schedule for completion.

Like a good stew recipe, strategic planning brings together lots of ingredients, or ideas and points of view on agency goals and objectives to make an excellent concoction. Done correctly, strategic planning will minimize the time and effort that agencies spend on fighting fires and provide an infrastructure that will allow state workers to better serve their customers, from whatever realm they originate.

Operating through a partnership between GOPM and EMPOWER Kentucky, training for process leaders and the consultants began in November and December. Orientation sessions for the planning teams began in January and draft plans are due to the executive review team in June. Final strategic plans are to accompany biennial budget requests to the Governor's Office of Policy and Management and the Legislative Research Commission in November.

Governor Patton Moves Closer to Simplifying Access for All Kentuckians

Two years ago, one of the Governor's EMPOWER initiatives, Simplified Access to Commonwealth Services, opened its project office at the Carriage House at Berry Hill Estate. The Cabinets of Families and Children, Health Services, and Workforce Development sponsored this critical initiative with a common vision to simplify the way Kentuckians access services. During the first phase of the Simplified Access project, a number of innovative tools were developed by these three cabinets:

- Several Virtual Office/Telecommuting projects were tested and are now being used by some staff in the regular course of business by Families and Children and Workforce Development. The goal of this initiative was to minimize employee travel and maximize time spent with clients. State employees were provided with laptops, mobile printers, pagers, and cell phones to facilitate the nature of their work to be more accessible to clients.
- With the completion of a new technology resource, called KyCARES.net, the three cabinets developed the Commonwealth's first enterprise-wide initiative which is now in production and successfully transitioned as the state's first "multi-cabinet" project to a newly formed KyCARES Council: CHS, CFC, WDC, Transportation Cabinet, Justice Cabinet, and Department of Education.

KyCARES is a guide to over 45,000 human, health, and employment service providers throughout Kentucky. It's easy, accessible from any computer with Internet access, free, and available to everyone 24 hours a day, 7 days a week. The Guide to Services is an Internet application designed to provide citizens with information about thousands of services available to them. Persons with little or no Internet experience can easily navigate the site. The design includes icon point and click selec-

tions as well as a comfortable reading level. In order to keep information current and up-to-date, service providers are encouraged to submit changes to the KyCARES Webmaster who will verify the information.

KyCARES will also allow users to conduct their own preliminary "service screening" to determine the likelihood of eligibility for services. Once general eligibility is determined, based upon the information the user supplies, a user may send e-mail to a service provider as an initial contact known as "self-referral."

After celebrating the successes of Phase I, the Simplified Access Project and Project Staff have now moved closer to each sponsoring cabinet, and closer to full completion of the Simplified Access - Phase II Project, with the building of two common front-end or common intake systems:

(1) *Employ Kentucky Operating System:* All the Cabinet for Workforce Development agencies and other agencies statewide will utilize the *Employ Kentucky Operating System*. This system, which is being built by the U.S. Department of Labor, is designed to provide better access to employment opportunities throughout the Commonwealth. This will be accomplished by creating web-based access to information on jobs, training, services, and educational opportunities.

EmployKY.net, an employer web portal, has also been established to collect a variety of information and services of interest to employers in one convenient location.

A Virtual Interviewing Pilot – interviewing via the web, is slated to begin in January 2001, to facilitate interviewing between potential job applicants, businesses, and several military bases.

(2) *The CARE System:* The *Commonwealth Access to Resources* or

CARE System will be used as a common intake system for the Cabinets for Families and Children and Health Services.

The CARE System will:

- Result in the comprehensive identification of customer needs, links to appropriate human, health, and employment services and the ability for state staff to monitor and evaluate customer progress toward their goals.
- Significantly improve the Commonwealth's ability to assist individuals and families in becoming self-sufficient by providing help in attaining employment.
- Provide an electronic case management process resulting in comprehensive service coordination and planning.
- Reduce the work required of individuals and agencies by collecting data once and making it available for use by many.
- Protect customer privacy while allowing for efficient sharing of necessary information between state and community agencies.
- Eliminate duplicate customers in the system.
- Standardize data collection among state agencies.

A contract was signed a few weeks ago with Unisys Corporation to begin building the CARE System. This common intake system will link closely with the KyCARES technology when CARE is completed.

Simplified Access Contact Information **EMPOWER KY: Patrice Carroll**

KYCARES: Larry Doyle, Julie Franklin, and Mark Darbyshire – GOT www.kycares.net or 1-888-567-1372 and local 564-1257

CARE: Paula Salsman – CFC, Lori Mefford – CHS, and Shari Gibson – GOT
EKOS: Chris Estes – EMPOWER KY
Jane Smith, Roger Cravens, and Amy Fitzgerald – WDC

V. I. – Rosemary Griffith - WDC

Personnel Cabinet Expands ADA Services

The EMPOWER KY initiative of advertising all state merit jobs on the Personnel Cabinet's web site has been very successful. Annually, approximately 232,000 individuals access the Personnel Cabinet's web site and submit requests to be placed on merit registers for approximately 1,500 different state job classifications. A number of these applicants have special needs. Therefore, with the assistance of the Commission for the Deaf and Hard of Hearing, the Kentucky School for the Deaf, and the Department for the Blind, the Personnel Cabinet has expanded its services to the deaf, hard of hearing, and blind communities. The following are now available upon request:

- Tests in Braille
- Interpreters for American Sign Language (ASL) and Signed English
- Tape-recorded tests
- Large print tests
- Tests on videotape with voiceover and ASL interpreters from the Kentucky School for the Deaf
- Readers
- Answers recorded on sheets with a Braille writer
- Answers recorded on tape recorders
- Large-print answer sheets

The Personnel Cabinet is also looking into:

- Voice recognition software for skilled typing and other tests for individuals who are unable to use a standard keyboard
- Talking web browsers for individuals who are blind and visually impaired

A new P-5 form or "Request for Special Testing Accommodations" has been designed and can be accessed on the Personnel Cabinet's web site at the following address: <http://www.state.ky.us/agencies/personnel/p-5.pdf>.

Applicants needing assistance in testing should complete this form and return it to the Personnel Cabinet. The Personnel Cabinet has also designated Marina Alford as an ADA Coordinator in the Staffing Analysis Branch. Alford can be reached at 502/564-6702 ext. 2647 or Marina.Alford@mail.state.ky.us.

Money Matters



Are you having trouble paying the bills for those holiday gifts? It may be time to consider financial or credit counseling. Credit counseling is available to anyone having financial questions, difficulties, or concerns.

There are many organizations that provide credit counseling services. They are not all the same. Before you sign up with an agency make sure of a few things first:

- Is the agency a member of the National Foundation for Consumer Credit?
- Ask the agency to tell you their IRS designation. Look for those that are designated as Charitable Institution 501[c][3].
- Ask if they are a member of the Better Business Bureau and/or the local Chamber of Commerce. "Yes" is the better answer.
- Contact your creditors and find out if they work with the agency you are considering.

Typically credit counseling agencies provide two basic services. They provide budget counseling which helps their clients live within their means. The other service is debt management counseling. Debt management involves the counseling agency requesting a lower payment to fit within your budget. You give the counseling agency the money and they pay your creditors on your behalf. It does take longer to repay the debt, but creditors would rather get their money slowly than lose it to bankruptcy.

Credit counseling agencies vary in their fee structures. Some charge a minimal fee up front, another asks for a donation when you complete the program. The cost should be minimal if you choose a non-profit agency.

The Kentucky Employee Assistance Program (KEAP) is available to state government employees and their dependents. They can help you make contact with good credit counseling agencies near you. KEAP is an assessment and referral agency that helps employees with marital, emotional, substance abuse, and other problems. They can be reached at 1-800-445-5327.

New Office Focuses on Employee Health Insurance

On September 16, 2000, Governor Patton signed an Executive Order creating the Office of Public Employee Health Insurance (OPEHI) in the Personnel Cabinet. This Office is dedicated solely to the health insurance program for the Commonwealth Group. The Office is comprised of three branches - Member Services Branch (formerly Health Insurance Branch), Enrollment Information Branch (formerly Benefits Data Branch), and a new branch - Data Analysis Branch. The Member Services Branch handles inquiries from employees regarding their health insurance as well as the Commonwealth Choice FSA's. The Enrollment Information Branch is responsible for processing all applications and changes for our members' benefits eligibility. The Data Analysis Branch will support the OPEHI with regard to receiving and analyzing incoming data from our health insurance carriers.

This Office works closely with the newly formed Kentucky Group Health Insurance Board. Having a group of employees dedicated solely to health insurance enables the Personnel Cabinet to provide better administrative support to the board as well as have data readily available to work with the Board, Governor's Office, Legislators, and our members. This also enables the Cabinet to better focus on health insurance and devote the resources needed to ensure a quality program.

One of the goals of the Office of Public Employee Health Insurance is to help educate our members on health insurance issues, ways members can help reduce the cost of our health insurance, as well as factors that continue to cause premiums to increase. One of the ways the Office will achieve this goal will be the development of a newsletter devoted to health insurance.

Effective February 1, 2001, Libby McManis, the current Executive Director, will be retiring to work full-time for her church. Governor Patton has appointed Carl Felix to fill the position of Executive Director upon her retirement. Jill Hunter will continue to serve as Deputy Executive Director. Felix is a retired member of the U.S. Army with 25 years of military service and has been with the Personnel Cabinet for three years. Recently, Felix has been heading the feasibility study for a new personnel/payroll system in addition to his regular work as a Personnel Program Consultant in the Payroll Branch. Felix has completed most leadership/command courses offered by the U.S. Army and brings a tremendous management background with him to this position.

If you need to contact the Office of Public Employee Health Insurance, the address is: Personnel Cabinet, Office of Public Employee Health Insurance, 200 Fair Oaks Lane, Suite 511, Frankfort, KY 40601 or you may call: Executive Director's Office (502) 564-0358; Member Services Branch (502) 564-6534 or toll free (888) 581-8834; Enrollment Information Branch (502) 564-1205; and Data Analysis Branch (502) 564-0358.



Seated left to right are Reina Diaz-Dempsey, Manager, Enrollment Information Branch; Lesia Layson, Manager, Member Services Branch; Jill Hunter, Deputy Executive Director; and Carl Felix, Executive Director.

Commonly Asked Questions Regarding Health Insurance

Having recently gone through Open Enrollment for Health Insurance coverage, the Office of Public Employee Health Insurance received many questions regarding the costs involved in providing coverage to our group. Two of the most frequently asked questions during this open enrollment were:

How are our insurance premiums determined?

When a carrier is preparing an insurance bid for the next year, it first adds up all the money it has had to pay to doctors, pharmacies, hospitals, and other providers for our members that they insured during the last year. Second, it adds up all the money it has to spend on administrative costs. Third, it adds an amount for profit. The sum of these three things is its bid.

In previous years, the Commonwealth has negotiated with each carrier to lower the bid, assuming that there was some padding in the profit component of the bid. Beginning with negotiations for 2002, the Commonwealth will have access to more claims and eligibility data from the carriers to support our position during negotiations with the carriers.

What can we do to help keep premium rates low?

Prescription drug costs are increasing dramatically. The expected increase in prescription drug costs this year nationwide is 20%. However, this year, our prescription drug costs have increased by more than 30%.

You, the member, can take one step, which may positively impact rates. When your doctor writes a prescription for you, ask if there is a generic drug available. In many cases, there will be one. With a generic, you will pay a lower co-pay which, in turn, will save you money, and the carrier will pay a lower price for that generic which will, in turn, save the carrier money. Then the next year, when the carrier is preparing its bid, the cost for drugs, a component of the premium, will be lower.

We realize people are uncertain about the use of “generic” medication. Generic drugs are required to have the same active ingredients as the brand name products on which they are based. One reason that generic drugs are less costly is that the companies that produce the generics do not have to do all the research and testing that the brand name companies had to perform to develop these drugs. Once the patent has run out for the brand name, the companies have access to the formulas used for the brand name. In fact, some times, the same company will produce both the generic and the brand name drugs. Generic drugs will save our health insurance carriers money and will help control the increases we are experiencing with our health insurance premiums.

We hope this information has helped to give our employees a better understanding of our health insurance premiums. If you should have any questions, please feel free to contact the Office of Public Employee Health Insurance at (502) 564-6534 or (888) 581-8834.



Health Insurance ID Card News

If you should have received a new ID card (as listed below) and did not, please contact your agency insurance coordinator or the Member Services Branch in the Personnel Cabinet's Office of Public Employee Health Insurance at (502) 564-6534 or toll free 888-581-8834.

Aetna – Will send all members an ID card.

Anthem – Will send new ID cards to everyone.

Bluegrass – Will only send ID cards to new members.

CHA – Will only send ID cards to new members.

Humana – Will only send new ID cards to new members and all POS members.

Apply Early for Student Financial Aid

Students who plan to attend a college or technical school this fall should file the 2001–2002 Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1, 2001, to ensure they have the best chance of receiving all of the student financial aid for which they qualify. The FAFSA is used to apply for most need-based federal, state, and institutional student aid programs. The form is available from postsecondary school financial aid offices, high school guidance offices, the Kentucky Higher Education Assistance Authority (KHEAA), or online from *FAFSA on the Web* at www.fafsa.ed.gov.

Parents and students must have the information needed for completing federal tax forms or a completed federal tax form before they can fill out the FAFSA. Students should also contact the financial aid office at the school they plan to attend to find out if they need to complete additional application forms or if the school has a priority FAFSA filing date. The College Access Program (CAP) Grant and Kentucky Tuition Grant (KTG), administered by KHEAA, are among the state-funded programs that provide millions of dollars in need-based aid to thousands of students each year. More students will qualify for CAP and KTG awards for the 2001–2002 academic year because of a recent change in guidelines. Students with an expected family contribution (EFC) of \$3,100 or less are eligible. The previous limit was \$1,500.

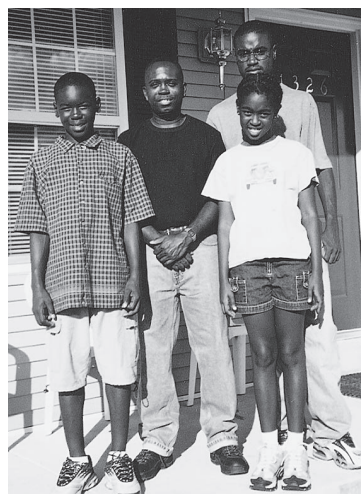
The EFC is a snapshot of a family's financial situation resulting from completion of the FAFSA. Based on a formula set by Congress, the EFC is used to decide whether a student is eligible for federal student aid programs, including Pell Grants, and CAP and KTG. Colleges also compare the EFC to their unique cost of attendance to determine eligibility for a range of awards needed to complete the student's financial aid package. The EFC becomes a constant when compared to variable costs at different colleges.

KHEAA is the state agency that administers several student financial aid programs in addition to CAP and KTG to help families meet higher education expenses—the Kentucky Educational Excellence Scholarship (KEES), Teacher Scholarship, Osteopathic Medicine Scholarship, KHEAA Work-Study Program, Kentucky Education Savings Plan Trust, and Federal Family Education Loans.

Student aid funds are limited, and those who apply early have the best chance to receive all the aid for which they qualify.

For more information, visit www.kheaa.com; write to the Kentucky Higher Education Assistance Authority, 1050 US Highway 127 S, Frankfort, KY 40601-4323; call (800) 928-8926, extension 7391; or fax (502) 696-7345.

KHC Celebrates 50,000th Home Loan



The Anthony Hibbitt family at their new home in Bowling Green.

This past July, Kentucky Housing Corporation made its 50,000th mortgage loan to Anthony Hibbitt of Bowling Green, a single father with three children, ages 8, 12, and 14. Several KHC employees, along with mortgage lenders, a homebuilder, and local and state public officials, recently gathered at the Hibbitt home for the celebration.

After presenting Hibbitt with a key to the city, Bowling Green Mayor Eldon Renaud said, "There are few things that give purpose and meaning to life like owning your own home." State Representative Jody Richards also spoke at the celebration and commended KHC for helping so many Kentucky families become homeowners.

"Every loan we make is important," explained Cheryl Harp, KHC's director of homeownership, "including the 49,999th and the 50,001st, because we are helping families create more stability in their lives and increase their financial strength. We have chosen to celebrate our 50,000th mortgage loan because it's a milestone for the Corporation and a noteworthy achievement for our employees. And we are pleased that Anthony Hibbitt has been kind enough to let us hold the celebration at his new home."

Hibbitt, who has been employed full time by the Dana Corporation in Franklin for three years, commented, "You hear people talk about the American Dream – well, owning our own home really is a dream come true for me and my children."

KHC Chief Executive Officer Lynn Luallen said, "Besides congratulating Mr. Hibbitt for his hard work and commitment that led to the purchase of his first home, we also want to raise awareness of the need for more affordable housing opportunities for hard-working Kentuckians like Anthony Hibbitt."

For more information about KHC's homeownership programs, call Ann McCarthy at (502) 564-7630 or (800) 633-8896, extension 291, or TTY/V (800) 648-6056/6057 or e-mail amccarthy@kyhousing.org.

CFC Retention Program Offers Incentive to Staff With MSW Degrees

The Cabinet for Families and Children has set aside funds to add a plan to retain eligible employees who hold master's of social work degrees. The incentive plan is available to all CFC employees with an MSW who meet other eligibility requirements.

The original plan, announced by Secretary Viola Miller in March, provided a salary increase through ACE (Adjustment for Continuing Excellence) awards for all eligible CFC employees who had obtained their MSW degrees in the previous two years, or since April 1998. The original plan also called for an ongoing incentive for any eligible employee who works towards and successfully completes an MSW program, but did not cover employees who obtained MSW degrees prior to 1998.

The retention plan to include those employees is based on recommendations of the MSW Retention Committee. As in the original plan, the incentives will be paid through ACE awards to MSWs who have assumed additional responsibilities based on the degree, and who also meet other criteria for receiving an ACE.

Additional responsibilities unique to MSWs were identified as consultation/supervision of casework/co-workers; supervision of MSW practicum students; serving on work groups, committees and task forces that require an MSW's involvement; and having specialized caseloads.

"The MSW ACE incentive was designed to encourage employees to seek additional credentials consistent with Council on Accreditation standards," said Teresa Suter, executive director of OPS, in a November 28 memorandum announcing the plan's expansion.

"While the Cabinet values all its employees and their invaluable experience, it also recognizes that we have a critical shortage of MSW level social workers and supervisors, and that this shortage will adversely affect our ability to obtain and retain national accreditation," Suter said.

The incentives will continue on an ongoing basis for employees who obtain their MSW degrees and employees with MSW degrees who perform the additional job responsibilities outlined. These awards are not subject to the ACE/ERA Peer Review. They are at the discretion of the appointing authority, and contingent upon available funds.

Nursing Scholarship Available

Nursing Incentive Scholarship Fund (NISF) application forms for the 2001-2002 school year will be accepted January 1 through June 1, 2001. You can obtain an application form by:

- Downloading it from the KBN web site at www.kbn.state.ky.us
- Requesting it by e-mail from richeller.livers@mail.state.ky.us
- Writing to the NISF, Kentucky Board of Nursing, 312 Whittington Pky, Ste 300, Louisville, KY 40222-5172
- Providing your name and address by calling 800-305-2042, ext. 290, or 502-329-7000, ext. 290

For additional information, call Richelle Livers at the number(s) provided above.

New KBN Brochure Outlines Safe Nursing Practices

The Kentucky Board of Nursing recently published a new brochure entitled ***Assuring Safe Nursing Care in Kentucky***. The brochure provides information to the public as well as nurses and their employers on:

- The role of the Board in assuring safe nursing practices
- Citizens entitlement to safe care
- How to verify that a nurse is licensed
- Violation of the *Kentucky Nursing Laws*
- How to file a complaint about an incompetent or unsafe nurse
- Potential actions that are taken by the Board after a complaint is made
- The KY Alternative Recovery Effort (KARE) for Nurses Program

The brochure emphasizes that every citizen is entitled to competent, safe nursing care, and how citizens must report suspected violations of the Nursing Laws to the Board. The brochure further emphasizes the commitment Kentucky nurses have made to providing quality patient care to every citizen.

A copy of the brochure may be obtained by calling the Board office at 800-305-2042 or 502-329-7000, or (after 1/1/2001) via the KBN web site at www.kbn.state.ky.us.

So You've Got Questions About Ethics?

- May I take a weekend job with a private company?
- May I interview for a job with a vendor of my state agency?
- May I serve on the Board of Habitat for Humanity?
- May my state agency do business with a company owned by my mother?
- May I own stock in a company that does business with my state agency?

These are some of the questions that you as a public servant may have and which the staff of the Executive Branch Ethics Commission (the "Commission") must try to answer on a daily basis. Public servants are constantly encountering situations that present ethical dilemmas and to which they must seek answers in order to avoid unethical behavior. The Commission recommends several ways to obtain answers to your questions:

SEARCH THE COMMISSION'S WEB SITE

The Commission's web site is an ideal source of the Commission's written materials. Advisory Opinions are available on the web and are indexed by subject matter. Most of the information can be downloaded directly onto your computer and printed. You can find us at www.state.ky.us/agencies/ethics/ETHICS.HTM.

GIVE US A CALL

Each business day, the offices of the Commission are open from 8:00 a.m. until 5:00 p.m. The staff is available to answer your questions, and usually can provide you with guidance immediately. If not, the staff member will advise you to send in a written request for advice from the Commission. Callers may remain anonymous if they prefer. During fiscal year 1999-2000, the staff fielded over 1200 calls for advice or approximately 5 inquiries per day.

E-MAIL A STAFF MEMBER

Each staff member of the Commission is listed in the global address book of the state e-mail directory. Please feel free to contact any of the staff by e-mail regarding questions you may have.

Executive Director:	Jill LeMaster	(all subject matters)
General Counsel:	Donna Dutton	(all subject matters)
Staff Assistant:	Jo Ledford	(statements of financial disclosure)
Staff Assistant:	Jenny May	(executive agency lobbying)
Investigator	Tom Bishop	(investigations)

To help educate the employees of your agency on provisions contained in the code of ethics, the staff of the Executive Branch Ethics Commission will provide up to a 3-hour class for your agency at no charge. These classes can be tailored to your specific agency, and include many "hands-on" activities. To schedule a class for your agency, contact Jo Ledford at (502) 564-7954 or by e-mail at jledford@ofmea.fi.state.ky.us.



Articles contained in this newsletter were submitted by respective agency information liaisons. To submit articles, contact your agency liaison.

Comments and suggestions are always welcome. We may be reached at (502) 564-3433 or 1-800-471-1753 or e-mail us at debbie.sutherland@mail.state.ky.us



Tina Johnson
Editor

Debbie Sutherland
Design Coordinator

Garry Redmon
Title Design

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You've Got Connections



The winter months can be a great time to stay at a Kentucky State Park lodge. The crowds are gone, many special events are scheduled throughout the park system, and plenty of recreational facilities still are available,

including indoor pools at two parks.

To encourage state employees and other active and retired government workers to explore their state parks, the Department of Parks conducts an annual "Commonwealth Connection" promotion. From November 5 through March 31, 2001, up to four people may stay in a lodge room for only \$39 per night. The rates for cottages vary from \$60 to \$95 per night. This promotional rate is available to active and retired state employees, and county, city, and federal employees, including teachers and other school staff. Reservations may be made up to one month in advance.

Another promotion also will appeal to teachers and other school staff members whose spring break takes place the week of April 9-12, 2001. During those dates, 11 resort parks offer a special package offering three nights' lodging for up to four persons for \$159 plus tax. The participating parks are Barren River Lake, Blue Licks Battlefield, Buckhorn Lake, Carter Caves, Cumberland Falls, Dale Hollow Lake, General Butler, Jenny Wiley, Pennyryle Forest, Pine Mountain, and Rough River Dam. The reservations deadline is March 30.

For more information on either promotion, call 1-800-255-PARK or visit the state parks' web site at <http://www.kystateparks.com>.

Kentucky Crafted: The Market Offers New Dates for 2001

Preparations for the 20th year of Kentucky's handcrafted gift market are well underway. Kentucky Crafted: The Market, 2001, is scheduled for March 3 and 4. The Market will feature over 250 Kentucky contemporary and traditional crafts, two-dimensional visual art, books, musical recordings, and food products, along with children's craft activities & cultural entertainment. This year, The Market is expanding the craft section by inviting selected craftspeople from several surrounding states' juried craft programs, in addition to offering the best of Kentucky. The Market will be held at the Kentucky Fair and Exposition Center, South Wing B, in Louisville. Hours for The Market are from 9 a.m.-6 p.m. on Saturday and noon to 5 p.m. on Sunday. Admission is \$6.00 for adults; children (ages 6-12), \$2.00. For children under 6, admission is free. For a \$1.00 off coupon on adult admission, visit the Kentucky Craft Marketing Program web site: www.kycraft.org. Parking is \$3.00. Wholesale Buyers call for special dates and times.



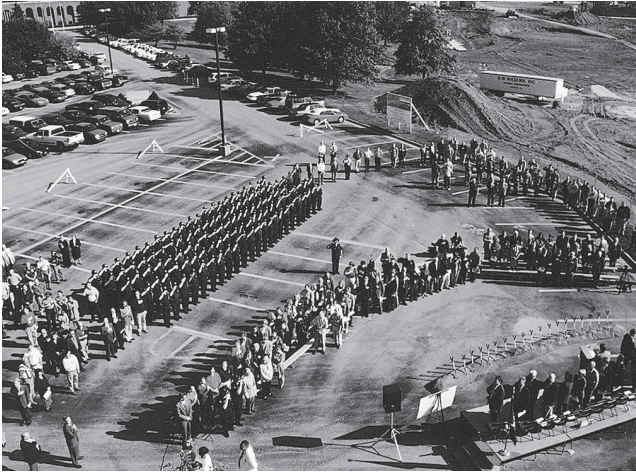
The Market is produced by the Kentucky Craft Marketing Program, a state agency in the Kentucky Arts Council, Education, Arts & Humanities Cabinet, Commonwealth of Kentucky. For more information, call 888 KY CRAFT (592-7238), ext. 4817. A copy of the Official Market Program, including floor plan, exhibitors, and schedule of events will be available on the web by going to www.kycraft.org or www.kyartsandcrafts.com

Planning Your Meetings Just Got Easier

The Department of Parks has published its first-ever meeting planner's guide. The 25-page booklet lists group sales contacts and provides floor plans and other relevant information for all state parks' meeting facilities. A copy may be obtained by contacting Ila Hill, 10th Floor, Capital Plaza Tower, 500 Mero St., Frankfort, 40601. The phone number is (502) 564-8110, ext. 321.



Law Enforcement Officers Break Ground on New Training Complex



Groundbreaking ceremony at the new law enforcement training complex under construction at the Department of Criminal Justice Training in Richmond

By this time next year, Kentucky peace officers will see a dramatic change in training options at the Department of Criminal Justice Training (DOCJT) in Richmond. Construction on phase one of the state's new law enforcement complex is scheduled to be complete in September 2001.

"This new 20-million dollar complex will further ensure the highest standards for all Kentucky peace officers, which in turn will benefit every Kentucky citizen," Justice Cabinet Secretary Robert Stephens said during September's groundbreaking ceremony.

The complex will include a 300-bed residence hall and classroom space for an average of 10-thousand police recruits, sworn officers, and dispatchers from all across Kentucky who train in Richmond each year. The new facility is a result of Governor Paul Patton's 1998 crime bill, which requires a higher standard for police training.

Phase two of the complex involves a second, 7-million dollar structure, which will be located behind the residence hall and classroom building.

It will feature a 35-thousand square foot gym, weightlifting equipment, an indoor track, locker rooms, office space, and defensive tactics rooms. Phase two is scheduled to be completed in early 2002.

KFEC To Host National Farm Machinery Show

The Kentucky Fair & Exposition Center (KFEC) in Louisville is well known for hosting a variety of enormous shows and conventions during the course of the year. It may not be as well known, however, that the Kentucky State Fair Board, an agency of the Tourism Development Cabinet, owns and maintains a few of these events, allowing the state of Kentucky to directly reap the economic benefits of producing some of the top shows in the nation. One such homegrown project, the National Farm Machinery Show (NFMS), has proven to be quite successful, drawing attention on both national and international levels.

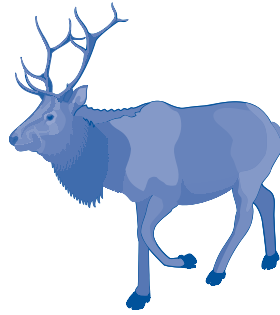
Known as the largest indoor farm show in America, the 36th annual NFMS returns to KFEC this February 14-17. The four-day show easily occupies all 1,000,000 square feet of climate-controlled indoor space with the more than 800 exhibits and nearly 300,000 people it attracts each year. In fact, in just the past fifteen years, over 3.8 million people have attended the NFMS. The annual \$24 million economic impact produced in the community as a result of the show continues to strengthen the reputation of this tremendous agribusiness exposition.



Accompanying the NFMS is the 33rd annual Championship Tractor Pull (CTP) sponsored by Syngenta. Housed in historic Freedom Hall, the CTP – America's oldest indoor pull – offers exciting and action-packed competition each night, providing a nice diversion from a long day on the show floor.

“The Hub” Connects Public to Fish & Wildlife

R-i-n-g! “FISH and WILDLIFE INFORMATION. How may I help you?” the friendly voices respond many times over during a day’s work. This is the Information Center at the Kentucky Department of Fish and Wildlife Resources (KDFWR). Seven people, four women and three men, work “The Hub” in the Arnold L. Mitchell Building at the Game Farm, Frankfort. They are the public’s link to the KDFWR and a multitude of information about Kentucky hunting, fishing, wildlife viewing, and hunter education, habitat, and wildlife education programs, etc.



Overseen by Barbara J. Pulliam, the Information Center, a section of the Division of Information and Education, began its phase-in start-up in September 1997. Original staffers Tia Edwards and Billy Mitchell soon were joined by Nancy McIver, current section supervisor. Other members are Donna Miley, Beth Minch, Jeff Spalding, and Phillip Williams.

With the KDFWR offering a toll-free number (1-800-858-1549), the volume of calls is high. For example, during opening week of the 1999 modern gun deer hunting season, the Information Center received 4,070 calls. That’s an average of 814 calls per day. In comparison, the last week of March, 2000, when no particular season was open, the staff handled 3,208 calls, an average of 642 calls per day. Caller questions range from “Why did you drop ladybugs?” and “How do I mend a butterfly wing?” to “Who is my wildlife-boating officer?” and “When is the next hunter education course in my county?”

But being the “voice of the KDFWR” isn’t all these folks do. Some other duties of “Hub” members include maintaining a card catalog for *Kentucky Afield* magazine articles and photos, answering e-mail requests from the public, handling bulk mailings and the department’s newspaper clipping service, filling “send me” requests, filing, and sending faxes. Obviously, members of the Information Center are resourceful, knowledgeable, and a valuable asset to the KDFWR and the public.

Next *Kentucky Afield* is Classic Issue

In celebration of its 55th anniversary, *Kentucky Afield* Winter 2000 will contain several hunting and fishing “classics” from past issues. Look for articles by John Wilson, Rip Rhorer, Norm Minch, and Carolyn Hughes Lynn. In addition, the special issue will include a layout of photography “classics.”

Kentucky Afield is an official publication of the Kentucky Department of Fish and Wildlife Resources. A one-year subscription to the quarterly magazine costs \$5 and includes the unique *Kentucky Afield Outdoor Calendar*. The cost of a two-year subscription is \$9. For subscription information, call 1-800-858-1549 or shop online at www.ky-direct.com/kdfwr.

Nature Discovery Club for Kids Begins at Wildlife Center

Big plans for Kentucky kids are afoot this winter at the Dr. James C. Salato Wildlife Education Center, Game Farm Road, Frankfort. Divided sessions of a Nature Discovery Club for grades K-5 get underway in January 2001.

Various activities in the Nature Discovery Club will focus on Kentucky’s wild animals and plants. Activities include crafts, coloring, storytelling and writing, bird watching, and more.

Sessions for K-3 will be 3:30-4:30 p.m. Tuesdays, January 9 - February 27. Cost is \$8, and each session is limited to 12 registrants. Sessions for grades 4-5 will be at the same afternoon time on Thursdays, January 11 - March 1. A parent or adult guardian must remain on the premises for the duration.

To register, stop by the Wildlife Center during regular open hours (closed Mondays and most state holidays), or call 1-800-858-1549 weekdays, 8:00 a.m.-4:30 p.m.

The Wildlife Center offers special programs for all ages throughout the year. Some programs charge fees while others are free. Some of January’s offerings are Decorating Gourds, Calls of the Wilderness, and Native American Stories. For more information, call the number listed above.

Stop by and visit “Blue” bobcat in his outdoor enclosure. This three-year-old furbearing predator, quite appropriately, has learned to fish. “Blue” is the official mascot of the University of Kentucky Wildcats. All exhibits and trails at the Wildlife Center are free to the public.

Computer Tips From GOT



Using AutoCorrect and AutoText

Word offers a variety of time saving features. These features are designed to help increase productivity by reducing the amount of time spent on repetitious typing. Two of these time saving features are AutoCorrect and AutoText.

AutoCorrect

The AutoCorrect feature can be used to correct text automatically as you type. For example, if you type “teh,” AutoCorrect will replace it with “the” as soon as you press the Spacebar. Word supplies a number of default AutoCorrect entries. The AutoCorrect command also has other options available, such as correcting two initial caps and capitalizing days of the week.

AutoCorrect can also be used to automate the insertion of commonly used names. It can be used for typing long organizational names. These names can be quickly typed by just striking several keys. Such as Commonwealth of Kentucky could be typed by the striking the ck keys.

How to create an AutoCorrect entry:

1. Choose Tools, AutoCorrect to display the AutoCorrect dialog box.
2. In the Replace text box type the letters to activate the AutoCorrect entry. Keep in mind every time this combination of letters is used it will produce the AutoCorrect entry.
3. In the With text box type actual text you want displayed.
4. Click on Add. Click on OK.

Each time you type that combination of letters and press the spacebar AutoCorrect will type out the complete text.



AutoText

While AutoCorrect entry is ideal for one line of text, AutoText entries can be used to type blocks of text and graphics. For example, you might have an address of a customer to whom you often send letters. You can save that customer address as an AutoText entry, so you can quickly retrieve the address without having to re-key the text.

To create an AutoText entry:

1. Select the text. If you already have the text stored in a document, don't type it again. Just open that document and select the text.
2. Go to the Tools menu and select AutoCorrect. Select the AutoText tab.
3. Name the AutoText entry by typing the name you want in the Enter AutoText entries here text box. Choose a name that will be easy for you to remember. When you use the AutoText entry you will only need to type the first four letters of the name.
4. Click on Add and OK.

To insert an AutoText entry:

1. Place the cursor where you want to insert the entry.
2. Type as much of the AutoText name until the AutoComplete screen tip appears.
3. Press Enter. Word inserts the entire entry.

Cabinet Comments...

Council on Post Secondary Education

Kentucky Virtual University, the Commonwealth's on-line education system, has expanded its ranks...by three. Lora Hawkins of Shelby County, Nancy True of Lexington, and Bruce Brooks of Frankfort were recently appointed to positions with Kentucky's rapidly growing "cyber school system." Hawkins, a working mother and student, assumed the responsibilities of Executive Secretary. Nancy True, also a new Executive Secretary on the KYVU staff, is an early retiree from the University of Kentucky. Bruce Brooks, Public Relations Specialist, comes to KYVU from the Kentucky Department of Travel. Created by the 1997 Higher Education Reform Act, KYVU registered 2,372 students in the fall 2000 term, more than a 900 percent increase from the inaugural Fall 1999 term. KYVU appeals to non-traditional students who are busy with careers and raising families. For more information about KYVU, the Kentucky Virtual Library, or the Kentucky Virtual High School, call toll-free at 1-877-740-4357 or visit www.kyvuu.org.

Department for Local Government

A 32-year-old native of Almo in Calloway County, Kentucky, Jody Lassiter is an attorney currently serving as the Commissioner of the Department for Local Government (DLG) in the office of Governor Paul Patton. Before his appointment as Commissioner, Lassiter served in the Governor's Office of Constituent Services, first as the Western Kentucky Liaison and then as the Director of Constituent Services. Prior to his service in the Governor's Office, Lassiter was Staff Attorney for Kentucky Court of Appeals Judge Rick Johnson in Mayfield, then General Counsel/Hearing Officer for the Kentucky Board of Tax Appeals in Frankfort. He earned his bachelor of arts degree in a double major of political science and history from the University of Mississippi in 1991, graduating *magna cum laude*. He subsequently received his juris doctor degree from the University of Louisville School of Law in 1994. Lassiter currently resides in Shelbyville, Kentucky, with his wife, Kelley, and their son, Jacob.



Jody Lassiter



Kevin Flanery

Finance and Administration Cabinet

Governor Paul Patton has appointed T. Kevin Flanery as secretary of the Kentucky Finance and Administration Cabinet after serving for six months as deputy secretary. Flanery assumed his responsibilities at the first of the year following the resignation of John McCarty, who left the post after five years having served since the beginning of the Patton administration in 1995. McCarty's last day was December 31. As deputy secretary, Flanery managed a number of administrative functions including the cabinet's EMPOWER Kentucky initiatives and other process improvement projects. He was Finance's lead for the legislatively-mandated, strategic planning process that is required by all cabinets for the next budgeting cycle. Before joining the cabinet, Flanery served as Transportation's legislative liaison and chief information officer and led the cabinet's quality improvement efforts, including projects under Patton's EMPOWER Kentucky initiative. He is an executive committee member for the Center for Quality Management in Louisville and joined Transportation in 1996 as Executive Director of the Office of General Counsel.

Kentucky Center for the Arts

Greg Clark loves the arts. And he loves politics. Which is why we're introducing him as the Kentucky Center's new Vice President of Public Affairs. "This is the perfect job for me," Clark admits. "I was born and raised in Louisville, graduated from U of L with a political science degree, and this is just like coming home." Coming home, indeed. Like many who have made a career in the political realm, Clark has traveled extensively. He had moved fifteen times in seven years before deciding that there truly is no place like home. So he returned to Louisville, and started searching for his ideal job. "I was looking for something that kept me involved in politics, of course, dealing with the legislature and the administration in Frankfort. But I also wanted something that was intimately involved with the community. Community is why I came back to Louisville, after all." He found all that with the Kentucky Center for the Arts. Part of Clark's new position will be to communicate the message that the arts are vital, and that the Kentucky Center brings the arts to all Kentuckians. He is also aware of the importance that government support can mean for the arts. "The fact is, without the efforts of past administrations and legislatures, there would be no Kentucky Center for the Arts," states Clark. "It's a team effort and we're all working from shared goals, for a mutual vision." As he likes to point out, everyone benefits from the arts, and the Kentucky Center is a unique resource to bring the arts home. "But not everyone is taking advantage of us," Clark acknowledges. Now, it's his job to see that everyone does. And it's a job he is eager to begin.



Greg Clark

Deferred Compensation Deferral Limits for 2001

The Internal Revenue Service has announced the following maximum employee pre-tax deferral limits for 2001.

457 Plan: The lesser of \$8,500 (This is an increase of \$500 for 2001.) or 25% of adjusted gross income, the amount available after deductions for your retirement system, and pre-tax deferrals to any other benefit plan.

401(k) Plan: The lesser of \$10,500 (This figure is unchanged for 2001.) or 25% of adjusted gross income, the amount available after deducting only contributions to your retirement plan.

If you want to ensure that you defer all you can for 2001, you will want to contact the Kentucky Public Employees' Deferred Compensation Authority at your earliest opportunity. The Authority's toll-free telephone number is 800-542-2667.



(Continued from page 1)

high risk pool to make health insurance available to those most in need, additional funding for smoking cessation and substance abuse programs, lung cancer research at our two major universities, and increased dollars for our local health departments.

We've laid the groundwork for a new farm economy in Kentucky, focusing on alternatives and new markets for our farm families as they prepare for a future without tobacco. Our overall economy was strengthened this year with initiatives to create new markets for Kentucky coal, and an investment to attract new high-tech industries and jobs to our state.

The issues I have touched on are some of the most important ones in the state, and I assure you that our work is not nearly done. This is a very exciting time in Kentucky's history, and I assure you that we are committed to staying the course to improve the quality of life for all Kentuckians, in all areas of life.



(Continued from page 14)

fire, sprinkler and safety alarms. The system drastically reduces the number of personnel hours that would be needed to constantly check, monitor, adjust, and operate the various systems. It is staffed 24-hours a day by seven full-time employees who work in three shifts.

MM&O was basically finished with its Y2K preparations by the time the clock struck midnight a year ago on December 31. They learned a few new things while working their way through the various systems they maintain but basically had to convert electrical and generators with time sensors over long before the clock struck 12. It was because of this staff that the rest of state government could return to work on January 3 with amenities in place.

Dennie Ashby, the division director who joined state government three years ago, said his crew is always busy and unassuming about their duties, some of which can be pretty nasty, like boiler and cafeteria grease trap cleaning. "This is a dedicated group that quite simply tackles what ever needs to be done, from the faucet to the sewer system. It's not an exaggeration to say that state government couldn't operate without them. We like to go about our business and get the job done," he said. "We give a whole new meaning to 'duties as assigned.' We never know exactly what that may entail but meeting the needs of these facilities is our primary goal. We aim to meet it."